

TRANSPORTATION

AGENCY:

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
A. ADMINISTRATION				
1. Description of the mode(s) of transportation utilized by the agency (e.g., an agency vehicle, volunteer/staff vehicle, bus passes).				
B. AGENCY VEHICLE				
1. Routine maintenance records and other repair information				
2. Procedures for scheduling use of the vehicle				
3. Documentation of current insurance coverage required by state law and funding sources for all agency-owned vehicles				
4. Current vehicle license and inspection				
5. Log/form for collection of mileage maintained by the driver(s) and that is reviewed at least quarterly by the supervisor				
6. Evidence that all regular drivers have received training in universal precautions and infection control appropriate to their duties.				

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C. TRANSPORTATION VOUCHERS/PASSES					
1.	Procedures regarding use and distribution of vouchers or passes				
2.	A system to account for the purchase and distribution of vouchers and passes				
3.	A security system for storage of and access to vouchers, passes and fees collected.				
4.	Evidence that all fees received are reported as program income as appropriate				
D. SERVICE DELIVERY					
1.	A policy stating the agency does not provide transportation services to clients in need of emergency medical care.				
2.	Evidence that clients are provided information on the agency's transportation services and instructions on how to access the services				
3.	Evidence that the agency provides clients with information on transportation limitations, clients' responsibilities for accessing and receiving transportation, and the agency's responsibilities for providing transportation				
4.	Evidence that other transportation resources are utilized whenever possible, such as Medicaid eligible clients using the TDH Medicaid transportation program				

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
E. DRUG USAGE				
1. A policy to prohibit the use of any drugs or alcohol which may impair the ability to drive				
2. A 'no smoking' policy while transporting clients				
F. SAFETY ISSUES				
1. Evidence that all drives have current drivers' licenses for the type of vehicle driven as well as levels of liability insurance required by state law and funding source				
2. A policy regarding training for the proper boarding/unloading assistance of passengers and manipulation of wheelchairs and other durable health devices				
3. Vehicles are equipped with working safety belts and other devices as needed (e.g., restraining straps for wheel chairs)				
4. A policy for the required use of seat belts by drivers and passengers				
5. Signed statement from the driver(s) agreeing to safe driving practices				
6. A signed statements from clients agreeing to safe and proper conduct in the vehicle is on file. This statement is to include consequences of violating the agreement				
7. Evidence that child safety seats are provided as required by law				
8. Emergency procedures in case of an accident				

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9. A policy regarding agency response to drivers who receive moving violations while transporting clients.				
G. DOCUMENTATION AND RECORD KEEPING				
1. Procedures for documenting client transportation requests				
2. COMPIS reports and back-up documentation that indicates data regarding client transportation services are accurately documented in the COMPIS system and reported as required to the TDH				
H. CLIENT SATISFACTION				
1. Method used to regularly obtain client input on the transportation service provided by the agency, and evidence this input is used to make program changes with appropriate reporting to the Consortium and the Administrative Agency				
RECOMMENDATIONS				